



CITY OF GALLATIN, TENNESSEE

DEVELOPMENT REVIEW POLICIES AND PROCEDURES

The information provided in this packet is intended to summarize the City of Gallatin's policies and procedures pertaining to the review and approval processes for applications submitted for consideration by the Planning Commission, Boards of Zoning Appeals, and City Council. The Planning Division is committed to providing quality customer service and assistance throughout the various review processes managed by the Division. Our goal is to make these processes as quick and easy as reasonably possible. However, in order for us to successfully meet this commitment and ensure a timely review of applications, we need your help to ensure that all required information and documentation outlined on the applicable review checklists is submitted along with the application materials by the published deadline dates and times. Please contact the Planning Division at (615) 452-5400, ext. 355 if you have any questions about what information needs to be included with your application.

QUICK REFERENCE GUIDE - SUBMITTAL REQUIREMENTS

REVIEW CHECKLISTS

- Review Checklists are provided for each major development activity type and are intended to assist applicants with identifying the major types of information that must be included on all applications submitted to the Planning Division. Additional information may be required to be provided depending on the specific circumstances pertaining to each application.
 - If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. If you have any additional questions, please contact the Planning Division staff member assigned to your application.
 - The Planning Division recommends that a written response letter be provided for any checklist items that have not been included or addressed in the initial submittal documents.

PRE-APPLICATION MEETING REQUIRED

- Most applications require the applicant to have a pre-application meeting with staff prior to submitting documents for consideration by the Planning Commission. Please contact the Planning Division to determine whether your application requires a pre-application conference. Applications will not be accepted without a required pre-application conference.

PROPERTY IDENTIFICATION AND ZONING INFORMATION REQUIRED ON ALL PLANS

- Correct zoning, property, and location identification must be clearly noted on the application form and listed on the plan documents in a Site Data Table. Please make sure that the following information is included on your application materials:
 - Tax map and parcel numbers for property
 - Property owner information
 - Property address
 - Current zoning of the property and the proposed zoning, if applicable
 - Existing and Proposed use
 - Bulk Regulations
 - Yard and Setback Requirements
 - Label surrounding property owner and zoning information



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INITIAL SUBMITTAL INFORMATION

- Initial submittals must include a completed Application Form, a completed checklist, and nine (9) folded copies of the required application documents by 4:30 PM on the published submittal deadline.
- Review fees are expected to be submitted with the application documents unless prior approval has been obtained from the Planning Division. Please contact the Planning Division if you have any questions on the fee schedule or how to calculate the fee amount.
- Digital files must be submitted with the initial application unless prior approval has been obtained from the Planning Division.
- Applications determined to be deficient or incomplete will not be accepted or placed on the Planning Commission agenda. Application documents must be corrected and resubmitted to the Planning Division by the initial submittal deadline to be eligible for consideration at the next regularly scheduled Planning Commission meeting.

RESUBMITTAL INFORMATION

- Resubmittal documents submitted to the Planning Division in response to the staff review comments must be turned into the Planning Division by 4:30 PM on the published resubmittal deadline. Resubmittals must include the following information in order to be considered a complete resubmittal:
 - Seventeen (17) corrected, folded copies of the resubmittal documents and any supporting information.
 - A detailed response letter, addressing all departmental review comments.
 - Return the original “Checkprint” to the Planning Division along with the resubmittal documents.
 - A corrected digital file unless otherwise specified in the review comments.

ENGINEERING DOCUMENTS

- Traffic studies, storm water management plans, and construction plans must be submitted with the initial application documents unless prior approval has been obtained in writing from the Engineering Division.

APPLICANT/AGENT CONTACT PERSON

- Applications must be signed by the property owner or agent. A letter signed by the property owner must be submitted designating this contact person.
- The project manager is the person responsible for becoming familiar with the regulations, policies, and procedures of the City of Gallatin and shall represent the applicant at all public meetings and is the person responsible for the quality and accuracy of the submitted plans.

PLANNING STAFF CONTACT PERSON

- A staff planner will be assigned as the main contact for each application.
- All planning and zoning comments and questions pertaining to the application need to be directed to the designated staff contact person.
- Questions concerning other City Departments’ comments should first be directed to the applicable City Department. If you are unable to resolve your question or need additional information, please contact your assigned staff planner for further assistance.

CITY OF GALLATIN WEBSITE

- Visit the City of Gallatin website at www.gallatin-tn.gov for additional information including links to all City Departments, Development Review Checklists, Applications, Meeting Dates, Submittal Deadlines, and Zoning, Subdivision and Storm Water Regulations.



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The Development Review Process

The following is a summary of the City of Gallatin development review process for most types of projects, including: annexation requests, rezoning requests and preliminary master development plans, general development plan amendments, site plans, final master development plans, and subdivision plats. Many projects will require the approval of several of these items. The Planning Commission may consider Final Master Development Plans, Site Plans, and Preliminary Plats for a development on the same agenda. Final Plats typically must be considered by the Planning Commission at the same meeting following consideration of the preliminary plat.

1. **Pre-application Meeting With Staff** – The Planning Division maintains a supply of ordinances, regulations, applications, review checklists, and other information, many of which are also available on-line at www.gallatin-tn.gov. Anyone interested in developing property in Gallatin should contact the Planning Division to discuss their proposal with a Planning staff person. In addition, prior to submitting an application to the Planning Division, it is necessary to conduct a preliminary meeting with staff in advance of submittal of application. Staff will assist you with your proposal and help you identify what information must be provided, the approval schedule for the project, and provide you with the forms necessary to begin the development review process.
(Recommend meeting with staff at least 15-30 days before submitting application)
2. **Planning Commission Review and Approval – Application deadline** – In order to be considered by the Planning Commission or Boards of Zoning Appeals at a regularly scheduled meeting, an application and supporting documents must be submitted to the Planning Division by the published application deadline. Initial submittal documents must include a completed Application Form, a completed checklist, review fee and nine (9) folded copies of the required application documents by 4:30 PM on the published submittal deadline. Applications determined to be deficient or incomplete will not be accepted or placed on the Planning Commission agenda. Applications not accepted must be corrected and resubmitted to the Planning Division by the initial submittal deadline to be eligible for consideration at the next regularly scheduled Planning Commission meeting.
(Development Review week 0)
3. **Staff Review #1**– City staff will review properly submitted applications during the week immediately following the application deadline. Review comments will be sent to the designated Applicant/Agent for each project by Friday of staff review week.
(Development Review week 1)
4. **Revised Application Materials** – Applicants have until the Thursday of this week to submit corrected copies to the Planning Division. Resubmittal documents submitted in response to the staff review comments must be turned in to the Planning Division by 4:30 PM on the published resubmittal deadline. Resubmittals must include the following information in order to be considered a complete resubmittal:
 - Seventeen (17) corrected, folded copies of the resubmittal documents, digital file, any supporting information, and a detailed response letter addressing all departmental review comments.*(Development Review Week 2)*



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5. **Staff Review #2** – City staff will review resubmitted application materials and will prepare staff reports to be submitted to the Planning Commission or Boards of Zoning Appeals. Staff Reports will be sent to the designated Applicant/Agent for each project by Friday of this staff review week.
(Development Review week 3)
6. **Planning Commission or Boards of Zoning Appeals Meeting** – The Planning Commission or Boards of Zoning Appeals will consider applications submitted at the regularly scheduled meeting (typically the 4th Monday of every month unless changed due to holiday – see published schedule for dates).
- Site Plans, Final Master Development Plans, Subdivision Plats, Variance Requests, Conditional Use Requests, and General Development Plan Amendments can be approved by Planning Commission at this meeting. No further action is required – proceed to Step 9.
 - Rezoning and Annexation requests require approval by City Council – proceed to Step 7.
 - The Planning Division will notify all applicants in writing concerning the action taken by the Planning Commission and identify what steps or requirements, if any, are remaining in the approval process. If City Council approval is required, the Action Form will note when documents must be submitted in order to be placed on the next available Council Committee agenda.
 - Post Planning Commission Approval – Items approved by the Planning Commission typically contain conditions of approval and require the submission of site or subdivision performance bonds before Zoning and Building Permits can be issued. Please make sure that corrected copies of plans and supporting documents are submitted to the Planning Division for final approval.
(Development Review week 4)
7. **City Council Meetings** – The City Council is required to review and approve Ordinances pertaining to Rezoning, Preliminary Master Development Plans, and Annexation Requests. These items require two (2) readings by City Council, including a public hearing prior to 2nd reading.
- All actions requiring passage by Ordinance must be considered by Council Committee prior to being placed on a City Council agenda. The Council Committee meets on the second and fourth Tuesday of each month.
 - Items requiring City Council approval will be placed on the agenda for the next regularly scheduled City Council meeting following consideration by Council Committee. City Council meets on the first and third Tuesday of each month.
 - Public Hearings are held prior to second reading of the Ordinance by City Council and, due to public notice requirements, are typically scheduled for the second regularly scheduled City Council meeting following first reading by City Council.
(Development Review weeks 5 to 11)
8. **Planning Commission Meeting** – Rezoning requests requiring City Council approval of a Preliminary Master Development Plan must also have a Final Master Development Plan approved by the Planning Commission. In order to facilitate the approval process, Final Master Development Plan applications may be submitted to the Planning Division (Follow Steps 1 through 6) prior to second reading by City Council. Otherwise, applications may be submitted for any other regularly scheduled Planning Commission agenda.
(Development Review weeks 9 to 13)



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The Permit Process

The following is a summary of typical City of Gallatin permit processes that pertain to the issuance of Land Disturbance Permits, Zoning Permits, Building Permits, and Water, Sewer and Gas Utility Approvals.

1. **Land Disturbance Permit** – Prior to commencing any site grading or land disturbance activities of an area greater than one (1) acre or a change of the elevation of a property, a Land Disturbance Permit (LDP) must be obtained from the Engineering Division. Approved Site Plans, Final Master Development Plans, Construction Plans, and Building Permits that have been approved by the Planning Commission and Engineering Division also serve as a Land Disturbance Permit. Site grading and preparation activities may begin as soon as all conditions of approval have been met and all applicable State of Tennessee Storm Water Permits have been submitted to the Planning and Engineering Divisions. A Building Permit is required prior to beginning building foundations or footings.
2. **Zoning and Building Permits** – Applicants are eligible to apply for Zoning and Building Permits upon receiving final approval by the Planning Commission as outlined in Steps 6 and 8 above. A completed Building Permit Application and building construction plans and specifications must be submitted to the Codes Division for approval. Upon receiving the Building Permit Application, the Codes Division will forward the request to the Planning, Engineering, and Fire Departments for approval. Contact the Codes Division at (615) 452-5400, ext. 345 to obtain additional information about Building Permit Application requirements.
 - In order to ensure the timely processing of the Permit Application by these Departments, please make sure that all conditions of approval and any required site performance bonds, as noted on the Planning Commission Action Form, have been submitted to the applicable Department. Failure to submit this information will delay the processing of the Building Permit by these Departments.
 - Certification of payment or exemption from the Sumner County Adequate Facilities Tax must be submitted to the Codes Division prior to the issuance of the Building Permit. This form is obtained from the Sumner County Codes Department located in the County Administration Building on Belvedere Drive. Contact (615) 452-1467 for specific information concerning the Sumner County Adequate Facilities Tax.
3. **Use and Occupancy/Certificate of Occupancy Permits** – A Use and Occupancy/Certificate of Occupancy Permit must be issued by the Codes Division before any building or structure may be utilized for any activity. City Departments will conduct regular inspections throughout the construction process to ensure that applicable codes and regulations are met. At the appropriate time, a final inspection must be requested for the subject project. The Codes Division is responsible for notifying the Engineering, Planning and Fire Departments when a final inspection has been requested. Pending satisfactory completion of required improvements, a Use and Occupancy/Certificate of Occupancy Permit can be issued for the project. The following City Departments are responsible for performing the specified inspections: Planning Division – site and landscaping inspections; Codes Division – building, plumbing, and mechanical inspections; Engineering Division – site grading, drainage, and roadway inspections; Fire Department – life safety and fire inspections; State Electrical Inspector – electrical inspections.
4. **Water, Sewer, and Gas Approvals** – The Public Utilities Department is responsible for approving water, sewer and gas utility plans, specifications, and permits. Please contact the Public Utilities Department at (615) 451-5922 to obtain additional information.



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CONTACT INFORMATION

City of Gallatin – City Hall

132 W. Main Street

Gallatin, TN 37066

(615) 452-5400

Website: www.gallatin-tn.gov

Economic Development Agency

- Executive Director, Clay Walker, ext. 315 – Email: clay.walker@gallatin-tn.gov
- Administrative Assistant, Shirley Smith, ext. 315 – Email: shirley.smith@gallatin-tn.gov

Planning Division

- City Planner: Jim Svoboda, AICP, ext. 354 – Email: jim.svoboda@gallatin-tn.gov
- Executive Secretary: Jackie Hoyle, ext. 355 – Email: jackie.hoyle@gallatin-tn.gov
- Staff Planner: Sharon Burton, AICP, ext. 353 – Email: sharon.burton@gallatin-tn.gov
- Staff Planner: Katherine Schoch, ext. 356 – Email: katherine.schoch@gallatin-tn.gov
- Staff Planner: Marshall Robinson, ext. 351 – Email: marshall.robinson@gallatin-tn.gov

Codes Division

- Building Official: Elaine Nichols, ext. 345 – Email: elaine.nichols@gallatin-tn.gov

Engineering Division

- City Engineer: Ron Coleman, ext. 349 – Email: ron.coleman@gallatin-tn.gov
- Executive Secretary: Janis Chestnutt, ext. 318 – Email: janis.chestnutt@gallatin-tn.gov
- Engineering Assistant: Mike Goff, ext. 358 – Email: mike.goff@gallatin-tn.gov

Gallatin Public Utilities – Water, Gas, and Sewer

Administrative Offices

239 Hancock Street

Gallatin, Tennessee 37066

(615) 451-5922

Website: www.gallatinutilities.com

- David Gregory, Superintendent of Public Utilities

Gallatin Department of Electricity

135 Jones Street

Gallatin, TN 37066

Phone: (615) 452-5152

Website: www.gallatinelectric.com

- Bill Draper, Director



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2006 GALLATIN PLANNING COMMISSION AND BOARDS OF ZONING APPEALS SUBMITTAL AND RESUBMITTAL DEADLINES

MEETING DATE	SUBMITTAL DEADLINE	STAFF REVIEW (week of:)	RESUBMITTAL DEADLINE
Monday, January 23	Thursday, December 29	Tuesday, January 3	Thursday, January 12
Monday, February 27	Thursday, January 26	Tuesday, January 31	Thursday, February 9
Monday, March 27	Thursday, March 2	Tuesday, March 7	Thursday, March 16
Monday, April 24	Thursday, March 30	Tuesday, April 4	Thursday, April 13
Monday, May 22	Thursday, April 27	Tuesday, May 2	Thursday, May 11
Monday, June 26	Thursday, May 25	Tuesday, May 30	Thursday, June 8
Monday, July 24	Thursday, June 29	Tuesday, July 4	Thursday, July 13
Monday, August 28	Thursday, July 27	Tuesday, August 1	Thursday, August 10
Monday, September 25	Thursday, August 31	Tuesday, September 5	Thursday, September 14
Monday, October 23	Thursday, September 28	Tuesday, October 3	Thursday, October 12
Monday, November 27	Thursday, October 26	Tuesday, October 31	Thursday, November 9
Monday, December 18**	Wednesday, November 15**	Tuesday, November 21**	Thursday, December 7**
Monday, January 22, 2007	Thursday, December 28**	Tuesday, January 2	Thursday, January 11

** Denotes deviation from normal scheduling.

9 copies for initial submittal due by Submittal Deadline, 4:30 p.m.

17 corrected copies due by Resubmittal Deadline, 4:30 p.m.



CITY OF GALLATIN, TENNESSEE **DEVELOPMENT REVIEW POLICIES AND PROCEDURES**

2006 COUNCIL AND COMMITTEE MEETING SCHEDULE

<p>City Council First and Third Tuesday of Each Month Council Chamber – 7:00 pm</p>
January 3 rd and 17 th
February 7 th and 21 st
March 7 th and 21 st
April 4 th and 18 th
May 2 nd and 16 th
June 6 th and 20 th
July 3 rd and 18 th July 4 th meeting changed to July 3 rd
August 1 st and 15 th
September 5 th and 19 th
October 3 rd and 17 th
November 7 th and 21 st
December 5 th and 19 th

<p>Council Committee Second and Fourth Tuesday of Each Month Mayor's Conference Room – 6:00 pm</p>
January 10 th and 24 th
February 14 th and 28 th
March 14 th and 28 th
April 11 th and 25 th
May 9 th and 23 rd
June 13 th and 27 th
July 11 th and 25 th
August 8 th and 22 nd
September 12 th and 26 th
October 10 th and 24 th
November 14 th and 28 th
December 12 th and 26 th